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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Records Systems Branch

FROM : Chief, Records Management Division

DATE: 7 June 1954

FILED: Rpts. 3

RETURN TO

RECORDS MANAGEMENT DIVISION

SUBJECT: Request for Information from Reports in Printing and Reproduction Division

1. Do you have someone available who can collect the following statistical information from reports in the Printing and Reproduction Division:

- a. Number of Impressions (or pages) Reproduced by Type, i.e., mimeograph, multilith, offset, etc.
- b. Prints - Photostat, Ozalid, etc.

All data to be by fiscal year, going back as far as the data is available.

2. I want to use this in conjunction with the data you are collecting on filing equipment.

3. I have discussed this with [] and he says to see []

4. Can I have this by 25 June?

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21 June 1954

MEMORANDUM FOR THE RECORD:

Attached are the figures requested above. You will note that a special column is provided for the production figures from Government Printing Office.

Production figures for each process included in the various groups are available in our working papers if this is desired.

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